

**City of Blue Lake  
Planning Commission Minutes  
June 25, 2018**

**The Blue Lake Planning Commission was called to order at 7:00 p.m. at Skinner Store**

**Commissioners Present:** Richard Platz, Earl Eddy, Dennis Whitcomb, and Bob Chapman

**Commissioners Absent:** Elaine Hogan

**Staff Present:** City Manager Amanda Mager, City Planner Garrison Rees, and Planning Commission Secretary Cheryl Gunderson.

**Staff Absent:** None

**Public Present:** Ray Raygoza and Rebecca Thornton.

**1. Approval of Minutes: May 21, 2018 Meeting**

- a. Motion (Whitcomb, Chapman) to approve the minutes as amended.
- b. Motion passed unanimously (3-0). Richard Platz recused himself as he was not in attendance at the May 21, 2018 meeting.

**2. Public Input on Non-Agenda Items**

- a. None.

**Approval of the Agenda**

- a. Motion (Eddy, Whitcomb) to approve agenda as written.
- b. Motion passed unanimously (4-0).

**Discussion/ Action:**

- 4. Planning Commission Action: 025-091-030/2018 Site Plan Approval for Rebecca Thornton for construction of a new metal commercial structure in the Service Commercial (SC) Zone. The new structure will be used as an office and for auto detailing, smog service, and storage. To make room for the new metal building, the existing office for R&B Auto will be relocated off-site or demolished. During construction, the applicant proposes to temporarily locate a small shed type structure on the property to be used as an office. Located at 140 Hatchery Road on an approximately 15,682 s.f. parcel (APN 025-091-030). The project is categorically exempt from CEQA per §15303 (Class 3) of the CEQA Guidelines which allows the construction and location of limited numbers of new, small facilities or structures.**

- a. Planner Rees provided the Planning Commission with a summary of the Staff Report. The applicant proposes to construct an approximately 1,181 square foot metal building on a parcel in the Service Commercial (SC) Zone. Site Plan Approval is required by the Planning Commission for new construction as specified in Section

17.24.250 of the City's Municipal Code. The applicant is also requesting a waiver for one off-street parking space. The project site currently contains R&B Auto and a single-family residence. This project proposes removal of the existing commercial structure and construction of a new metal building on the project site, which is proposed to be used as an office and shop. Since the uses proposed by the applicant are principally permitted in the SC zone, which is compatible with the General Plan Designation of Commercial (C), the project is determined to be consistent with the General Plan.

- b. Planner Rees explained that Section 17.16.063(C)(3) of the SC zone includes a requirement for architectural compatibility and general site appearance. Metal buildings would not generally be considered to be consistent with the Downtown area, except for the fact that a metal building is located directly adjacent to the project site. Since the applicant is proposing to include architectural features that would provide greater compatibility with surrounding residential, commercial, and public facility structures, Staff recommends that the findings can be made that the proposed structure is compatible with development surrounding the project site.
- c. Planner Rees further explained that because the design complies with some of the relevant criteria in the Downtown Design Guidelines, Staff recommends that the findings can also be made that the project is consistent with the Downtown Design Guidelines.
- d. Planner Rees stated that the project is determined to be categorically exempt per CEQA Guidelines Section 15303 (Class 3) allowing the construction and location of limited numbers of new, small facilities or structures not exceeding 2,500 square feet in floor area.
- e. Planner Rees sent the project out for referral to the City Manager/Public Works Department, Building Inspector, City Engineer, Volunteer Fire District, and Humboldt County Division of Environmental Health. Planner Rees explained that the comments from the departments and agencies are either addressed in the Staff Report or included as conditions of approval for the project.
- f. Planner Rees explained that only one off-street parking space is being proposed adjacent to the proposed new building, although two are required by the City's Municipal Code. As allowed by Section 17.24.100(B)(4) of the Municipal Code, the City Planner may waive off-street parking spaces if a project meets certain criteria. This project meets one of these criteria which include the "availability of space on a parcel with existing improvements." Planner Rees explained that there is limited space currently available on the parcel for off-street parking, and the proposed waiver would only reduce the required off-street parking by one space. Planner Rees concluded that based on the proposed site design and uses, the waiver of one off-street parking space is not anticipated to cause adverse parking impacts in the City's Downtown area.
- g. Planner Rees explained that the applicant has limited ability to provide additional landscaping on the property because it is currently paved, consequently it will be difficult to meet the landscaping requirement in the SC zone. Section 17.24.240(B)(6) of the City's Municipal Code allows the Planning Commission to waive or reduce the City's Landscaping Requirements. Based on the fact that the front of the property is

- currently paved, Staff recommends that the Commission make the finding to reduce the landscaping requirement for the project.
- h. The recommendation of City Staff is to approve the project application with the recommended conditions of approval and make the findings that the project is consistent with the City's General Plan and Zoning Ordinance.
  - i. Commissioner Platz expressed his concern over the City's ability to enforce Condition of Approval #5, whereby the applicant is required to install the architectural elements for the new metal building within six months of the issuance of the Certificate of Occupancy. Planner Rees noted that requiring a bond for 100% of the cost of the improvement is a commonly used form of security. However, Planner Rees stated that Staff is not recommending that this be required for the project since the improvement is for aesthetic purposes as opposed to being necessary to ensure public health and safety.
  - j. Additionally, Commissioner Platz requested that Condition #7 be amended to state the review and approval of utility connections by the City Engineer occur "prior to the issuance of the Certificate of Occupancy."
  - k. The Commissioners inquired about the lack of a bathroom facility in the new building. Planner Rees explained that the Building Department determined that a bathroom was not required for the proposed use. Planner Rees stated that any future occupant and use of the building would be required to obtain a business license, and at that time, a bathroom may be required by the Building Department if required by building code or other regulations.
  - l. The Commissioners also discussed landscaping. They decided that since there is no space for it on the property, the finding can be made to reduce the landscaping requirement.
  - m. Motion (Chapman, Eddy) to approve Resolution No. 3-2018, Resolution of the Planning Commission of the City of Blue Lake Approving a Site Plan Approval Application for Rebecca Thornton for Construction of a Metal Commercial Structure, with the modified conditions of approval.
  - n. Motion passed unanimously (4-0).
  - o. Planner Rees advised the applicant that there is a 10-day appeal period for the project and that the approval of the application will not become effective until this period has expired.

**5. Miscellaneous Planner Items.**

- a. Planner Rees provided the Planning Commission with a summary of the development applications currently being reviewed by City Staff.
- b. Manager Mager provided the Commission with an update on Blue Lake Power.

**6. Upcoming Planning Commission Meetings for the next 3 months will be on July 16, August 20, and September 17, 2018.**

**7. Adjournment by 9:00 pm unless extended by the Planning Commission.**

- a. Motion (Chapman, Eddy) to adjourn.
- b. Motion passed unanimously.
- c. Meeting adjourned at 8:03 p.m.